



DEPARTMENT OF THE NAVY  
NAVAL SUPPLY SYSTEMS COMMAND  
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TELEPHONE NUMBER  
COMMERCIAL  
AUTOVON  
IN REPLY REFER TO:

5218  
Ser 54A/8  
MAR 23 2001

From: Commander, Naval Supply Systems Command

Subj: AUDITS OF OFFICIAL MAIL STAMP STOCK

Ref: (a) OPNAVINST 5218.7B

Encl: (1) NAVSUP Form 5218/2, Official Stamp Audit

1. Enclosure (1) is the revised copy of NAVSUP Form 5218/2. This form was revised to include current denominations of stamp stock resulting from the U.S. Postal Service's recent rate change.
2. All commands using stamp stock for official mailings are required to use this form when conducting monthly audits required by paragraph 13e of reference (a).
3. Enclosure (1) is available on the NAVSUP WEB site, [www.navsup.navy.mil](http://www.navsup.navy.mil) and PUB 600 Naval Logistics Library (NLL). The revised form will also be included in the next revision of reference (a).
4. Request you advise commands under your cognizance to use the revised NAVSUP Form 5218.2.
5. Questions on audits of official mail stamp stock should be directed to Mr. Alan L. Hass, DSN 430-5894 or 717-605-5894.

  
E. DEMETKY  
By direction

Distribution:

AAUSN (SPD)  
CINCLANTFLT (N412P)  
CINCPACFLT (N4142)  
CINCUSNAVEUR (N41P)  
CNET (N0041)  
CNO (N09BF)  
COMNAVAIRSYSCOM (AIR 7.1.4)  
COMNAVCOMTELCOM (N14)  
COMNAVFACENGCOM (HQQ-COMCEN)  
COMNAVETOCCOM (N111)  
COMNAVPERSCOM (PERS 014CC)  
COMNAVRESFOR (N01A1)  
COMNAVSEASYSYSCOM (SEA 09A12)

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Distribution (contd.)

COMNAVSECGRUCOM (N1

COMSC (N0021)

COMSPAWARSSYSCOM (SPAWAR 08-44)

DIRSSP (SP 161)

NAVMEDLOGCOM (MED 06)

COMUSNAVCENT (N4)

Copy to:

AFLOAT TRAINING GROUP ATLANTIC

AFLOAT TRAINING GROUP PACIFIC

COMNAVREG HAWAII

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COMNAVREG NE

COMNAVREG NW

COMNAVREG SE

COMNAVREG SW

NAVREGION SOUTH TEXAS

OFFICIAL STAMP AUDIT		ACTIVITY
DENOMINATION OF STAMP	NUMBER OF STAMPS ON HAND	VALUE OF STAMPS ON HAND
.01		
.02		
.03		
.04		
.05		
.20		
.21		
.22		
.34		
.55		
.77		
1.00		
2.00		
3.50		
5.00		
NO. 10 Envelopes (42) (each)		
.34 Cent Coils		
TOTAL VALUE OF STAMPS ON HAND		
STAMPS ON HAND AS OF THE LAST MONTHLY AUDIT		
STAMPS PURCHASED SINCE LAST AUDIT (+)		
SUB TOTAL (=)		
STAMPS ISSUED (-)		
TOTAL (=)		
TOTAL VALUE OF STAMPS ON HAND		
DIFFERENCE		
AUDITOR'S TYPED OR PRINTED NAME AND SIGNATURE		DATE